

# **TOWN OF COVENTRY HOUSING AUTHORITY**

## **MINUTES**

**JULY 20, 2016**

### **1. Roll Call**

The Coventry Housing Authority board met in regular monthly session on Wednesday, July 20, 2016, in the Community Room at Knotty Oak Village. The meeting was called to order at 4:30 p.m. by the Chairman, Robert DiPadua and the following commissioners were present: Rebecca Parenteau and David Jervis. Scott Duckworth arrived at 4:33 p.m. (after votes were taken on Minutes and Treasurer's Reports). Rosalie Jalbert was absent. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

### **2. Minutes**

Motion was made by Commissioner Jervis and seconded by Commissioner Parenteau to approve the minutes of the June 15, 2016 meeting. Commissioners Jervis, Parenteau and Chairman DiPadua voted yes.

### **3. Treasurer's Report**

**Motion was made by Commissioner Parenteau and seconded by Commissioner Jervis to approve the Treasurer's Report. Commissioners Jervis, Parenteau and Chairman DiPadua voted yes.**

## **Year to Date Financials through May 2016**

### **Public Housing**

**Reserves are unchanged at 44%, receipts are down 4% due to subsidy proration; routine expenses are 6% under budget. 501-16 Capital Fund has been released; in June, non-routine appliance costs moved from non-routine cost center.**

### **Section 8 Program**

**98% leased up with receipts up 8% and operating expenses now down 6%, providing a net income to date of \$19,000.**

### **Management Program**

**Same trend occurring in this program where income/occupancy is up and expenses remain under budget, increasing current net income to \$5,700.**

**Discussion was held regarding what the Section 8 money can and cannot be spent on. The Director will provide recommendations to the board before the end of the year.**

## **4. Director's Report**

## **Projects/Pending**

- 1. Upgrade to Surveillance Equipment (no changes to report)**

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- 2. State-Wide Wait List**

- a. Final recommendations being submitted**
- b. Submitted the CDBG application to fund the development of the database.**

- 3. CDBG Application 2016 (no changes to report)**

## **General**

**Landscaping is being kept up to date, inspection work orders and unit turnovers are proceeding timely and trimming of bushes at all properties has been contracted out. Power washing of buildings is being done at NRT and will then move on to KOV.**

**The Housing Authority 2015 audit is underway and that should conclude the audits/inspections at all properties (owned and managed) for the remainder of the year.**

**NERC - Annual Conference 2016**

**The Director reported that the conference was attended by approximately 92 members from around New England, which was one of the lowest attended to date. She also reported the Opening Session was outstanding because Jim Reed, the former Executive Director of the Newport Housing Authority is now one of the twelve appointed HUD Regional Administrators in the Country serving Region One which includes Rhode Island. Additionally the opening session hosted Dr. Megan Sandel, Associate Professor of Pediatrics at the Boston University Schools of Medicine and Public Health who spoke in depth about “The American Health Care Paradox.”**

**Sessions included Executive Board Meeting, Small PHA (Re)development, Affirmatively Furthering Fair Housing, Tweets, Hashtags, Google Alerts, and Using Social Media in Day-to-Day Administration. Each session was itemized and provided to the board.**

**The Director also attended the Annual Awards Banquet where Coventry Housing was recognized for two regional awards for the “Coventry Kids” program and “Healthy Housing.”**

**Director Leddy reported that the NAHRO summer conference she attended in Portland was outstanding, with about 1,500 in attendance.**

**She was asked to be on a jury for affordable housing. She received seven submissions prior to the conference and she read and then**

ranked them. One of the most interesting discussions was a campaign done to house veterans in affordable housing. The Director discussed the sessions she attended and thanked the board for the opportunity to attend.

**Vacancies (as of 6/30)**

**Public Housing 1**

**Management Portfolio 3**

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**A. Maintenance Report**

**Vacancies are down, allowing a lot of work to be done.**

**B. Public Housing Report**

**Staying leased up; receiving 87% subsidy right now.**

**C. HCV Leasing Report**

**Maintaining a high percentage of lease-ups in order to earn the highest fee available.**

**D. Management Portfolio Report**

**Continuing to keep apartments rented.**

## **E. Family Self Sufficiency Report**

**Food on the Move did an outside market this month and it worked out very well; residents enjoyed it very much.**

**Meal sites started last week and Food on the Move will be coming to one of the sites to talk to children about healthy eating.**

## **F. Resident Service Coordinator's Report**

**A guest speaker from the Division of Elderly Affairs met with residents to discuss the topic of Elder Abuse and Neglect and what resources are available to support elders living in those types of situations.**

**There will also be a diabetic prevention program beginning at the Authority. Deirdre will be reporting on this next month.**

## **5. Correspondence**

- a. Resident correspondence (2)**
- b. Congratulations from Nelrod for Agency Awards of Merit**

## **6. Unfinished Business - none**

## **7. New Business - none**

## **8. Open Discussion**

**Commissioner Duckworth asked if Commissioner Jalbert attended the conference. The Director responded that she had not.**

**Commissioner Duckworth asked if there was any talk regarding the certification process for board members or the ethical certification process and Director Leddy responded that there was none.**

## **9. Adjournment**

**There being no further business to discuss, motion was made by Commissioner Duckworth and seconded by Vice Chairman Jervis to adjourn. Motion carried with all in favor.**

**Gail T. Woodward**

**Recording Secretary**

**8/7/2016**